



Stormwater Utility Manager

GENERAL PURPOSE

This is administrative managerial and operational support work in the Public Works Department. The position allocated to this classification directs the stormwater utility, under the direct supervision of the Town's Public Works Director. The Stormwater Utility Manger will manage the daily function of the stormwater utility system to prevent property damage, protect water quality and maintain a hydraulic balance. This position is accountable for directing the utility in water resource management technology and policy, and for generating revenues sufficient to fund its activities. Must be physically capable of moving about on construction work sites and under adverse field conditions. In addition, this position plans and organizes the work relating to Public Works issues under the Public Works Director

SUPERVISION RECEIVED & EXERCISED

Works under the general supervision of the Department Director but may be supervised by the Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates the daily activities of the Stormwater Utility division within the Public Works Department.
- Coordinates department work/permitting with that of other County, State, and Federal Agencies.
- Participates in formulating and implementing departmental policies related to personnel, grants, budget and other service functions.
- Review Public Works permit applications both residential & commercial.
- Keeps abreast of water resources management technologies and developments; evaluates existing programs, methods and operations and recommends changes to the Public Works Director as necessary to accomplish the stormwater utility's mission.
- Evaluates and coordinates department work flow including, but not limited to, correspondence, special projects, and regulatory reports.
- Coordinates the stormwater utility projects with the Town's professional engineering staff, consultants and municipal representatives.



- Directs other assignments as indicated by the Public Works Director.
- Prepares budget estimates and monitors expenditure of all department funds.
- Assists in developing and coordinating policies and program objectives relative to personnel, grants, budget, and other service-related administrative functions.
- Meets with and answer questions from the public and staff as related to stormwater utility functions.
- Assists in the enforcement of departmental rules, regulations, work methods and procedures.
- Assist in planning for budgeted capital improvement and future projects.
- Assist the Public Works Director in completing annual regulatory reports (i.e.: National Pollutant Discharge Elimination System)
- Assist in formulating and coordinating safety and occupational training programs.
- Monitors projects on-site in coordination with the Town's consulting engineers.
- Meets with other County, State, and/or Federal Agencies to coordinate and permit Town projects.
- Attends Homeowner's Association meetings as directed by the Public Works Director.
- Assists the Public Works Director in preparation of Agenda items, related to the stormwater utility.
- Resolves conflicts with governmental agencies, citizens and personnel.
- Attends monthly Town Council meetings, as directed by the Public Works Director.
- Reviews and drafts director's response to routine correspondence and inquiries from governmental agencies and the public related to policy, operation, inspections, codes, ordinances, and regulations.
- Prepares clear and comprehensive project reports as directed by the Public Works Director.
- Monitor Town contractor's performance activities on a daily basis.
- Serve as "Acting" Public Works Director, during Director's absence.
- Coordinate construction oversight with Town's consultants.
- Coordinate Community Rating System (CRS) FEMA activities, as directed by the Public Works Director.
- Assist residents with CRS related issues/concerns.
- Monitor industry trend as related to FEMA's CRS program.



- Assist Town consultants with annual CRS compliance reports.
- Maintain to GIS Stormwater Asset Inventory program and updates.
- Assist the Public Works Director in researching and analyzing complex problems and evaluate various information and data.

MINIMUM QUALIFICATIONS

- Knowledge of municipal budgetary development and control.
- Knowledge of principles, practices, techniques and equipment used in modern public works project administration.
- Knowledge of municipal streets and application of this knowledge to street maintenance and repairs.
- Knowledge of principals, practices and techniques regarding stormwater utility systems.
- Knowledge of in general use of GIS data programs, as related to stormwater asset(s) inventory.
- Ability to effectively communicate orally and in writing with staff, town officials, and citizens.
- Ability to organize, direct and coordinate a wide variety of public services.
- Computer abilities including proficiency in Microsoft Outlook, Word and Excel.
- Proficiency in oral and written communications.
- Excellent Organizational skills.
- General knowledge of the Florida public records laws.
- General knowledge of the Miami-Dade County DERM's and South Florida Water Management District's permit application process.
- Must be non-smoker.

EDUCATION REQUIREMENTS

- Bachelor's degree from an accredited college or university in business, public administration, civil engineering, or other related field.
- Five (5) years administrative and management experience in a public works department or other closely related operation to include three (3) years of supervisory experience.
- Must possess and maintain valid Florida Driver's License and satisfactory driving record throughout employment.



- The minimum requirements may be adjusted by the Town Manager based on experience and other qualifications.
- Applicants must also complete all requirements established by the Town of Cutler Bay for employment. This may include, but is not limited to, a comprehensive background investigation and a job-related medical examination including a drug screening test.

STATUS

Exempt, full time

Salary

Salary will be based on both experience and qualifications.

The pay range for this position is \$58,000 to \$72,000 annually.

Application Deadline: **December 20, 2011**